



The California Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 327-7977 FAX: (916) 327-6245

www.mrmib.ca.gov

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JOB OPPORTUNITY BULLETIN

Join an exciting, fast-paced, and highly visible office!

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Staff Counsel III

Monthly Salary: \$7,682-\$9,478

1 Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5795-001

Job ID Number: 06-021

Final Filing Date: October 2, 2006

General Statement of Duties:

The Managed Risk Medical Insurance Board is seeking a Staff Counsel III to participate in the Board's mission of increasing Californians' access to affordable, comprehensive, quality health coverage. *For recruitment purposes, the Board also will consider hiring a Staff Counsel who has outstanding skills and experience and is a candidate for promotion to a Staff Counsel III in the near future.* The Board operates three major health insurance programs – the Healthy Families Program (HFP) for low income children, Access for Infants and Mothers (AIM) for pregnant women, and the Major Risk Medical Insurance Program (MRMIP) for medically uninsurable individuals – as well as a number of adjunct programs. All three programs operate primarily through contracts with administrative vendors and health plans. The Board's mission is reflected in a strong culture of customer service. The Board's largest program – HFP – operates under state and federal laws that were enacted in 1997; the program continues to present many questions of first impression. In the last several years, the Legislature has given the Board additional program responsibilities and this trend is continuing. This is an ideal opportunity for an excellent lawyer who has a strong interest in public policy and program development.

The Staff Counsel reports directly to the Chief Counsel, and performs the most sensitive and complex legal work of the Managed Risk Medical Insurance Board (MRMIB) with a minimum of supervision. Focal points of the job include oral and written advice concerning program operations and development; legal support for development of regulations; legal support for contracts and procurements; advice to management and the Board concerning the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and advice to management concerning employment issues. The successful candidate should have excellent oral and written communication skills, including negotiation skills; should be able to provide effective oral and written advice to the Board; and should be familiar with the body of law relating to public agencies and boards, including the Public Records Act, Bagley-Keene Open Meeting Act, and Political Reform Act. As needed, the job may include support for the Board's legislative function; representation of the Board in hearings or in court; and supervision of the Attorney General's office or outside counsel representing the Board in litigation and hearings.

Essential Qualifications:

1. Demonstrates a commitment to performing duties in a service-oriented manner.
2. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
3. Maintains good work habits and adheres to all policies and procedures.
4. As Legal Counsel, demonstrates a high level of integrity and ethical behavior.
5. Knows and can apply principles of public administration, organization and management; analytical techniques; and legal research and writing.
6. Has the ability to analyze the most complex legal issues and situations; identify and solve legal problems; reason logically and draw valid conclusions; and develop effective solutions.
7. Has the ability to understand MRMIB programs and policies, in order to provide sound legal advice that is responsive to the organization's needs.
8. Has the ability to establish and maintain effective working relationships with management, staff, and Board members, and to communicate effectively orally and in writing.

Who May Apply:

Individuals at the Staff Counsel III level or who have list or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a resume and a Std. 678, State Application (available at www.spb.ca.gov), with Job ID# **06-021** and Position# **443-300-5795-001** written in Section 12 of the application, to:

Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Tennille J. Haberman- Personnel

Final filing date: October 2, 2006

If you have questions regarding this information, contact Ms. Haberman at (916) 327-7977 or via email at THaberman@mrrib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.